838 Trading Partner Profile

Functional Group ID=TD

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Trading Partner Profile Transaction Set (838) for use within the context of an Electronic Data Interchange (EDI) environment. This transaction set can be used to request, change, verify or transmit business profile information to or from a trading partner. This information can be used by the receiver to facilitate the processing of the sender's business transactions. The transaction set may be used to convey government survey information, business classification, general survey information, summary supplier ratings, changes in the EDI environment information, tax information, entity relationships, and general business profile information to update automated information data bases between trading partners.

Notes:

1. Use this transaction set to acknowledge the successful processing of a previously received request for registration as a Federal Government trading partner.

2. Use this transaction set to inform a registering party that a request to register was partially processed. When used in this manner, use the transaction set to provide the reason(s) why the request could not be fully processed.

3. Successful confirmation will be determined in part, only upon the validation of the registering party's DUNS and TIN numbers, as provided in the 838 contractor registration transaction set.

4. Validation of registration will take some time, therefore, registering parties should not anticipate an immediate confirmation of successful or partial registration. Registrants are advised to wait until they have received an official response from the registration process.

5. Do not use this transaction set to notify a registering party of an unsuccessful registration. Use the 824 transaction set to notify a registrant of an application problem that precludes a successful registration.

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
4	0100	ST	Transaction Set Header	M	1		
5	0200	BTP	Beginning Segment For Trading Partner Profile	M	1		
Not Used	0210	REQ	Request Information	O	1		
8	0250	PER	Administrative Communications Contact	O	1		
Not Used	0270	SPI	Specification Identifier	O	>1		
Not Used	0280	DTM	Date/Time Reference	O	>1		
			LOOP ID - LX			>1	
10	0290	LX	Assigned Number	O	1		
11	0300	PLA	Place or Location	O	1		n1

Not Used	0400	LCD	Place/Location Description	O	>1	
Not Used	0500	LIN	Item Identification	O	>1	
			LOOP ID - N1		>1	
13	0600	N1	Name	O	1	
Not Used	0700	N2	Additional Name Information	O	2	
Not Used	0800	N3	Address Information	O	2	
Not Used	0900	N4	Geographic Location	O	1	
15	1000	N9	Reference Identification	O	>1	
Not Used	1100	PER	Administrative Communications Contact	O	>1	
Not Used	1200	CUR	Currency	O	>1	
Not Used	1300	TAX	Tax Reference	O	>1	
Not Used	1400	FOB	F.O.B. Related Instructions	O	>1	
Not Used	1500	ITD	Terms of Sale/Deferred Terms of Sale	O	>1	
Not Used	1600	TD5	Carrier Details (Routing Sequence/Transit Time)	O	>1	
Not Used	1650	SPI	Specification Identifier	O	>1	
Not Used	1700	FBB	Foreign and Industry Business	O	>1	
Not Used	1710	DTM	Date/Time Reference	O	10	
Not Used	1720	MEA	Measurements	O	>1	
			LOOP ID - LCD		>1	
Not Used	1730	LCD	Place/Location Description	O	1	
Not Used	1740	N2	Additional Name Information	O	1	
Not Used	1750	N4	Geographic Location	O	1	
Not Used	1770	DMG	Demographic Information	O	>1	
Not Used	1780	MEA	Measurements	O	>1	
			LOOP ID - TPD		>1	
17	1800	TPD	Trading Partner Detail	O	1	
Not Used	1900	N9	Reference Identification	O	>1	
Not Used	2000	PID	Product/Item Description	O	>1	
Not Used	2100	DTM	Date/Time Reference	O	>1	
Not Used	2150	LS	Loop Header	O	1	
			LOOP ID - TUD		>1	
Not Used	2200	TUD	Trade Union Data	O	1	
Not Used	2300	DTM	Date/Time Reference	O	>1	
Not Used	2400	N1	Name	O	1	
Not Used	2500	N2	Additional Name Information	O	2	
Not Used	2600	N3	Address Information	O	2	
Not Used	2700	N4	Geographic Location	O	1	
Not Used	2800	PER	Administrative Communications Contact	O	>1	
Not Used	2850	LE	Loop Trailer	O	1	
			LOOP ID - SPR		>1	
Not Used	2900	SPR	Supplier Rating	O	1	
Not Used	3000	N9	Reference Identification	O	>1	
Not Used	3100	DTM	Date/Time Reference	O	>1	
			LOOP ID - PAM		>1	
Not Used	3200	PAM	Period Amount	O	1	
Not Used	3300	DTM	Date/Time Reference	O	>1	

Not Used	3400	TAX	Tax Reference	O	>1		
Not Used	3500	CUR	Currency	O	>1		
			LOOP ID - TXN			>1	
Not Used	3600	TXN	Transaction Capabilities	O	1		
Not Used	3700	N9	Reference Identification	O	>1		
Not Used	3800	DTM	Date/Time Reference	O	>1		
			LOOP ID - LM			>1	
Not Used	3810	LM	Code Source Information	O	1		
Not Used	3820	LQ	Industry Code	M	>1		
			LOOP ID - ENE			>1	
Not Used	3900	ENE	Electronic Systems Environment	O	1		
			LOOP ID - N1			>1	
Not Used	4000	N1	Name	O	1		
Not Used	4100	N2	Additional Name Information	O	2		
Not Used	4200	N3	Address Information	O	2		
Not Used	4300	N4	Geographic Location	O	1		
Not Used	4400	TPD	Trading Partner Detail	O	>1		
Not Used	4500	PID	Product/Item Description	O	>1		
Not Used	4600	N9	Reference Identification	O	>1		
Not Used	4700	PER	Administrative Communications Contact	O	>1		
			LOOP ID - TXN			>1	
Not Used	4800	TXN	Transaction Capabilities	O	1		
Not Used	4900	N9	Reference Identification	O	>1		
Not Used	5000	DTM	Date/Time Reference	O	>1		
Not Used	5100	ERI	Entity Relationship	O	>1		
Not Used	5200	AMT	Monetary Amount	O	>1		
18	5300	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. For each occurrence of the PLA segment within the LX loop, the sum of FBB03 for separately identified countries cannot exceed 100.

Segment:	**ST** **Transaction Set Header**	
Position:	0100	
Loop:		
Level:		
Usage:	Mandatory	
Max Use:	1	
Purpose:	To indicate the start of a transaction set and to assign a control number	
Syntax Notes:		
Semantic Notes:	**1**	The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
	2	The implementation convention reference (ST03) is used by the translation routines of the interchange partners to select the appropriate implementation convention to match the transaction set definition.
Comments:		

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
M	ST01	143	**Transaction Set Identifier Code**	M	ID 3/3
			Code uniquely identifying a Transaction Set		
			838 Trading Partner Profile		
M	ST02	329	**Transaction Set Control Number**	M	AN 4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set		
			Use to transmit a unique number assigned by the originator of the transaction set. This number may be system generated.		
Not Used	ST03	1705	**Implementation Convention Reference**	O	AN 1/35
			Reference assigned to identify Implementation Convention		

Segment:	**BTP** Beginning Segment For Trading Partner Profile
Position:	0200
Loop:	
Level:	
Usage:	Mandatory
Max Use:	1
Purpose:	To indicate the type and purpose of the profile data
Syntax Notes:	1 If BTP08 is present, then BTP07 is required.
	2 If BTP09 is present, then BTP08 is required.
Semantic Notes:	1 BTP01 indicates the purpose of this EDI transmission.
	2 BTP02 is the identifying number of this transaction.
	3 BTP03 and BTP04 are the transaction set date and time.
	4 BTP06 indicates the status of the data content within the transaction.
	5 BTP07 indicates reference number or previous reference number associated with this transaction.
	6 BTP08 and BTP09 are date and time associated with BTP07.
Comments:	
Notes:	*When cancelling a previously transmitted confirmation of registration use of the transaction set, use BTP07/08/09 to carry the number, date and time of the transmission being cancelled.*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	BTP01	353	**Transaction Set Purpose Code**	M ID 2/2

Code identifying purpose of transaction set

00	Original	

Use to indicate the original confirmation of a request for registration. Use if the transmission contains either an acknowledgment of a successful registration or a partial acceptance of a request for registration.

01	Cancellation	

Use to indicate a cancellation of a previously transmitted response to a request for registration.

07	Duplicate	

Use to indicate a duplicate response to a request for registration. Use only when informed that the original response to a request for registration was not received.

M	BTP02	127	**Reference Identification**	M AN 1/50

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Use to indicate a unique number, assigned by the originator of the transaction set, that can be used as a reference in a subsequent

			transaction set. This number may be system generated.		
M	**BTP03**	**373**	**Date**	**M**	**DT 8/8**

Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year

Use to indicate the date the transaction set was created.

M	**BTP04**	**337**	**Time**	**M**	**TM 4/8**

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

Use to indicate the time the transaction set was created. Use local time. Use only the HHMM format (e.g., 1030, 0925, etc.).

M	**BTP05**	**640**	**Transaction Type Code**	**M**	**ID 2/2**

Code specifying the type of transaction

> TP   Trading Partner Information

Must Use	**BTP06**	**353**	**Transaction Set Purpose Code**	**O**	**ID 2/2**

Code identifying purpose of transaction set

> 11   Response
>
> > *Use to indicate that this transmission is a response to a previously submitted initial request to register, or a change to, or annual renewal of a previously successful registration.*

Must Use	**BTP07**	**127**	**Reference Identification**	**X**	**AN 1/50**

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Use in other than cancellations, to indicate the reference number contained in BTP02 of the request for registration transaction set. Use in cancellations to indicate the number of the cancelled transmission.

Must Use	**BTP08**	**373**	**Date**	**X**	**DT 8/8**

Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year

Use in other than cancellations, to indicate the date contained in BTP03 of the request for registration transaction set. Use in cancellations to indicate the date of the cancelled transmission.

Must Use	**BTP09**	**337**	**Time**	**O**	**TM 4/8**

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

Use in other than cancellations, to indicate the time in BTP04 of the request for registration transaction set. Use in cancellations to indicate the time of the cancelled transmission.

Not Used   **BTP10**   **591**   **Payment Method Code**   **O ID 3/3**

Code identifying the method for the movement of payment instructions

Refer to 004030 Data Element Dictionary for acceptable code values.

Segment:	**PER** Administrative Communications Contact		
Position:	0250		
Loop:			
Level:			
Usage:	Optional		
Max Use:	1		
Purpose:	To identify a person or office to whom administrative communications should be directed		
Syntax Notes:	1	If either PER03 or PER04 is present, then the other is required.	
	2	If either PER05 or PER06 is present, then the other is required.	
	3	If either PER07 or PER08 is present, then the other is required.	
Semantic Notes:			
Comments:			
Notes:	*Use this segment to provide the toll free commercial telephone number for registering parties to call to obtain information regarding doing business using Electronic Data Interchange (EDI) or to inquire about their registration.*		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	PER01	366	**Contact Function Code**	**M ID 2/2**
			Code identifying the major duty or responsibility of the person or group named	
			EA EDI Coordinator	
			Use to indicate the Electronic Commerce Information Center contact.	
Not Used	PER02	93	**Name**	**O AN 1/60**
			Free-form name	
	PER03	365	**Communication Number Qualifier**	**X ID 2/2**
			Code identifying the type of communication number	
			TE Telephone	
			Use to indicate the toll free commercial telephone number. Ensure the 800 area code is included.	
	PER04	364	**Communication Number**	**X AN 1/256**
			Complete communications number including country or area code when applicable	
			Format the telephone number as: XXXXXXXXX.	
	PER05	365	**Communication Number Qualifier**	**X ID 2/2**
			Code identifying the type of communication number	
			When PER03 is code TE, use this data element to provide an extension number, if applicable.	
			EX Telephone Extension	
	PER06	364	**Communication Number**	**X AN 1/256**

			Complete communications number including country or area code when applicable		
Not Used	**PER07**	**365**	**Communication Number Qualifier**	**X**	**ID 2/2**
			Code identifying the type of communication number		
			Refer to 004030 Data Element Dictionary for acceptable code values.		
Not Used	**PER08**	**364**	**Communication Number**	**X**	**AN 1/256**
			Complete communications number including country or area code when applicable		
Not Used	**PER09**	**443**	**Contact Inquiry Reference**	**O**	**AN 1/20**
			Additional reference number or description to clarify a contact number		

Segment:	**LX** Assigned Number
Position:	0290
Loop:	LX Optional
Level:	
Usage:	Optional
Max Use:	1
Purpose:	To reference a line number in a transaction set
Syntax Notes:	
Semantic Notes:	
Comments:	
Notes:	*Use to indicate the number of the iteration of the LX loop. For example, in the first iteration of the LX loop, insert the number 1 in LX01, in the second iteration of the LX loop (if there is a second iteration in the transmission), insert the number 2, and so on. This number may be system generated.*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	LX01	554	**Assigned Number**	M N0 1/6
			Number assigned for differentiation within a transaction set	

Segment:	**PLA** Place or Location		
Position:	0300		
Loop:	LX Optional		
Level:			
Usage:	Optional		
Max Use:	1		
Purpose:	To indicate action to be taken for the location specified and to qualify the location specified		
Syntax Notes:			
Semantic Notes:	1 PLA03 is the effective date for the action identified in PLA01.		
	2 When used, PLA04 is the effective time for the action identified in PLA01.		
Comments:			
Notes:	*Use is required in original response to a registration request. Do not use in cancellation.*		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	PLA01	306	**Action Code**	**M ID 1/2**

Code indicating type of action

Use to identify the action being taken in the response as either a successful registration or an inability to register the requesting party. Also include the effective date of the decision to register or reject the request.

	IN	Interim

Use to indicate that the registration application has been partially accepted, but that there is some non -essential data under review.

	KA	Registration Confirmed

The application requesting registration was favorably acted upon and registration is confirmed

Use to indicate that a requesting party has been successfully registered.

M	PLA02	98	**Entity Identifier Code**	**M ID 2/3**

Code identifying an organizational entity, a physical location, property or an individual

	KK	Registering Party

The party requesting registration into a system

Use to identify the party submitting the request to register transaction set.

M	PLA03	373	**Date**	**M DT 8/8**

Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year

Use to indicate the effective date of the action described by the code

			value in PLA01.		
Not Used	**PLA04**	**337**	**Time**	**O**	**TM 4/8**

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

Not Used	**PLA05**	**1203**	**Maintenance Reason Code**	**O**	**ID 2/3**

Code identifying the reason for the maintenance change

Refer to 004030 Data Element Dictionary for acceptable code values.

Segment:	**N1** Name	
Position:	0600	
Loop:	N1 Optional	
Level:		
Usage:	Optional	
Max Use:	1	
Purpose:	To identify a party by type of organization, name, and code	
Syntax Notes:	1	At least one of N102 or N103 is required.
	2	If either N103 or N104 is present, then the other is required.
Semantic Notes:		
Comments:	1	This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
	2	N105 and N106 further define the type of entity in N101.
Notes:	*There must be at least one iteration of the N1 loop in each transaction set to carry the address of the requesting party.*	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	N101	98	**Entity Identifier Code**	M ID 2/3

Code identifying an organizational entity, a physical location, property or an individual

KK		Registering Party
		The party requesting registration into a system

Use to identify the party submitting the request for registration.

	Ref. Des.	Data Element	Name	Attributes
Not Used	N102	93	**Name**	X AN 1/60

Free-form name

	N103	66	**Identification Code Qualifier**	X ID 1/2

Code designating the system/method of code structure used for Identification Code (67)

1		D-U-N-S Number, Dun & Bradstreet
9		D-U-N-S+4, D-U-N-S Number with Four Character Suffix

	N104	67	**Identification Code**	X AN 2/80

Code identifying a party or other code

Not Used	N105	706	**Entity Relationship Code**	O ID 2/2

Code describing entity relationship

Refer to 004030 Data Element Dictionary for acceptable code values.

Not Used	N106	98	**Entity Identifier Code**	O ID 2/3

Code identifying an organizational entity, a physical location, property or an individual

Refer to 004030 Data Element Dictionary for acceptable code values.

Segment:	**N9**	**Reference Identification**
Position:	1000	
Loop:	N1	Optional
Level:		
Usage:	Optional	
Max Use:	>1	
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier	
Syntax Notes:	1	At least one of N902 or N903 is required.
	2	If N906 is present, then N905 is required.
	3	If either C04003 or C04004 is present, then the other is required.
	4	If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	1	N906 reflects the time zone which the time reflects.
	2	N907 contains data relating to the value cited in N902.
Comments:		
Notes:		*Use one iteration of this segment to provide:*

1. A Commercial and Government Entity (CAGE) Code. This Code is required by many (primarily Department of Defense) applications.

2. Trading Partner notification of subsequent delivery of the unique Trading Partner Identification Number (TPIN) by U.S. Post Office mail.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	N901	128	**Reference Identification Qualifier**	M ID 2/3

Code qualifying the Reference Identification

W7   Commercial and Government Entity (CAGE) Code

Code that identifies a commercial contractor authorized to do business with the U.S. Government

	N902	127	**Reference Identification**	X AN 1/50

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Use to specify the registrant's CAGE code.

	N903	369	**Free-form Description**	X AN 1/45

Free-form descriptive text

Use to advise a registrant that his\her unique TPIN will be forwarded to him\her via the U.S. Postal Service upon successful initial registration and renewal. Do not use when responding to interim changes to the registrant's data in the CCR.

Not Used	N904	373	**Date**	O DT 8/8

Date expressed as CCYYMMDD where CC represents the first two digits of the calendar year

| Not Used | N905 | 337 | **Time** | | **X** | **TM 4/8** |

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

| Not Used | N906 | 623 | **Time Code** | | **O** | **ID 2/2** |

Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow

Refer to 004030 Data Element Dictionary for acceptable code values.

| Not Used | N907 | C040 | **Reference Identifier** | | **O** | |

To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier

| Not Used | C04001 | 128 | **Reference Identification Qualifier** | | **M** | **ID 2/3** |

Code qualifying the Reference Identification

Refer to 004030 Data Element Dictionary for acceptable code values.

| Not Used | C04002 | 127 | **Reference Identification** | | **M** | **AN 1/50** |

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

| Not Used | C04003 | 128 | **Reference Identification Qualifier** | | **X** | **ID 2/3** |

Code qualifying the Reference Identification

Refer to 004030 Data Element Dictionary for acceptable code values.

| Not Used | C04004 | 127 | **Reference Identification** | | **X** | **AN 1/50** |

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

| Not Used | C04005 | 128 | **Reference Identification Qualifier** | | **X** | **ID 2/3** |

Code qualifying the Reference Identification

Refer to 004030 Data Element Dictionary for acceptable code values.

| Not Used | C04006 | 127 | **Reference Identification** | | **X** | **AN 1/50** |

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Segment:	**TPD** Trading Partner Detail	
Position:	1800	
Loop:	TPD	Optional
Level:		
Usage:	Optional	
Max Use:	1	
Purpose:	To describe attribute of a trading partner	
Syntax Notes:	**1** If either TPD02 or TPD03 is present, then the other is required.	
Semantic Notes:		
Comments:		
Notes:	*Use only in partial registrations, to indicate the reason(s) why the request to register could not be completely processed.*	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	TPD01	349	**Item Description Type**	**M ID 1/1**
			Code indicating the format of a description	
			F Free-form	
Not Used	TPD02	23	**Commodity Code Qualifier**	**X ID 1/1**
			Code identifying the commodity coding system used for Commodity Code	
			Refer to 004030 Data Element Dictionary for acceptable code values.	
Not Used	TPD03	22	**Commodity Code**	**X AN 1/30**
			Code describing a commodity or group of commodities	
	TPD04	352	**Description**	**O AN 1/80**
			A free-form description to clarify the related data elements and their content	

Use to advise the registrant of a partial registration by indicating the nature of the data under review, or the problem precluding full registration. Use also to inform partially accepted registrants that they can inquire about the status of their registration by calling the EDI help desk. The telephone number is to be provided in the 1/PER/0250 segment.

Segment:	**SE** **Transaction Set Trailer**	
Position:	5300	
Loop:		
Level:		
Usage:	Mandatory	
Max Use:	1	
Purpose:	To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)	
Syntax Notes:		
Semantic Notes:		
Comments:	**1** SE is the last segment of each transaction set.	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	SE01	96	**Number of Included Segments**	M N0 1/10

Total number of segments included in a transaction set including ST and SE segments

Use to indicate the total number of segments included in the transmission including the ST and SE segments.

M	SE02	329	**Transaction Set Control Number**	M AN 4/9

Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set

Use to transmit the same unique control number assigned by the originator of the transaction set, as the control number cited in ST02.